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Approved For Release 2006/ተቸ 0399P00100080085 6 REPORTS INVENTORY PREPARE IN DUPLICATE 1. TITLE OF REPORT (if a fill-in report include Form No.) 2. TYPE STATISTICAL 0F CAPER-#2A Status Report of Personnel Cases (Pending) NARRATIVE REPORT MACHINE-NAME LISTING #2B Status Report of Other Pending Cases TRAINING ADMIN. GENERAL PERSONNEL OTHER (specify) SECURITY LOGISTICS 3. FUNCTIONAL AREA FINANCE MEDICAL 6. DISTRIBUTION (No. of components not 5. FREQUENCY (weekly, monthly, quarterly, etc.) 4. NO. OF COPIES PREPARED number of copies) 1--on 20th of month 1--on 20th of the month 4 -- at end of month twice each month 9. DIRECTIVE AUTHURITY RESCRIPTION REPORT 7. FORMAT (memorandum, form 8. ADP PROCESSING computer print-out, etc) 25X1 YES IF YES GIVE ADP PROCESSING NO. Computer Print-Ou 80 | The second statement)
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h0399R000100080085 6 Approved For Release 2006/139 REPORTS INVENTORY PREPARE IN DUPLICATE 2. TYPE STATISTICAL 1. TITLE OF REPORT (if a fill-in report include Form No.) 0F NARRATIVE CAPER - Report #5 - Analysis of Processing on Closed REPORT MACHINE-NAME LISTING Accountable Cases ADMIN. GENERAL TRAINING PERSONNEL OTHER (specify) SECURITY LOGISTICS 3. FUNCTIONAL AREA FINANCE MEDICAL 6. DISTRIBUTION (No. of components not 5. FREQUENCY (weekly, monthly, quarterly, etc.) 4. NO. OF COPIES PREPARED number of copies) 1--on 20th of the month 1--on 20th of month 9. DIRECTIVE AUTHORPTO CRESCIAING REPORTS twice each month 4--at end of month 7. FORMAT (memorandum, form 8. ADP PROCESSING IF YES GIVE ADP PROCESSING NO. 25X1 computer print-out, etc) YES II. FEEDER REPORTS (State total number and lastify by Title, ИО 580 Computer Print-Out 10. PREPARING COMPONENT (include lowest level Form No., or nomenclature. Attach separate sheet if necessary.) contributing information to report) OCS Punched Cards (SR & CD) OS/SR & CD COST FACTORS PREPARATION AND REVIEW COSTS MANUAL TIMES COST PER YEAR HOURS PER COST PER HOURLY X PREPARED X REPORT GRADE REPORT RATE PUNCHED CARDS COST EACH NUMBER 350.10 12 19.45 . 05 389 COSTS OF COMPUTER PRODUCED REPORTS COST PER PAGE PAGES 1.20 . 05 24 . 05 1 (Single Copy) 2.88 4 (Multicopy) TOTAL COSTS PER YEAR \$354.18 13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT. Report gives statistical picture of processing time required on high-priority cases. FUTURE GOALS ESTIMATED SAVINGS GOAL PROPOSED BY COMPONENT FOR THIS REPORT DOLLARS x OTHER (explain) Retain as is, pending devel-MAN-HOURS RETAIN AS IS opment of comprehensive revision of case 25X CHANGE 18. EXTENSION 17. NAME AND TITLE OF PERSON FURNISHING DISCONT INUE 16. DATE OF INVENTORY Approved For Release 2006/11/13 ; CIA-RDP75-003998000100089985-6 25X1 1 October 1970 Classification (22-36-43)

FORM 11,2

Approved For Release 2006/11/13: CIA-RDP75-00399R000400080085-6 KEPORTS INVENTORY PREPARE IN DUPLICATE STATISTICAL 1. TITLE OF REPORT (if a fill-in report include Form No.) 2. TYPE NARRATIVE CAPER - Report #6 - Miscellaneous Statistics REPORT MACHINE-NAME LISTING TRAINING ADMIN. GENERAL PERSONNEL OTHER (specify) SECURITY LOGISTICS 3. FUNCTIONAL AREA MEDICAL FINANCE 6. DISTRIBUTION (No. of components not 5. FREQUENCY (weekly, monthly, quarterly, etc.) 4. NO. OF COPIES PREPARED number of copies) 1--on 20th of month 1--on 20th of the month
9. DIRECTIVE AUTHORITY REQUIRING REPORT 4--at end of month twice each month 7. FORMAT (memorandum, form 8. ADP PROCESSING IF YES GIVE ADP PROCESSING NO. computer print-out, etc) YES 25X1 PREPARING COMPOSENT (include lowest level THE FEEDER REPORTS (State Total Country by Title, Form No., or nomenclature. Attach separate sheet if necessary.) contributing information to report) OCS Punched Cards (SR&CD) OS/SR &CD COST FACTORS PREPARATION AND REVIEW COSTS <u>MANUAL</u> COST PER TIMES HOURS PER HOURLY COST PER YEAR GRADE X PREPARED REPORT REPORT RATE PUNCHED CARDS COST EACH NUMBER 350.10 12 19.45 . 05 389 COSTS OF COMPUTER PRODUCED REPORTS COST PER PAGE PAGES 1.20 24 1 (Single Copy) . 05 . 05 2.88 . 12 24 . 03 4 (Multicopy) TOTAL COSTS PER YEAR \$354.18 13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT. Report provides production statistics used in monthly reporting in Personnel Security Division. FUTURE GOALS 111. ESTIMATED SAVINGS BOAL PROPOSED BY COMPONENT FOR THIS REPORT MAN-HOURS DOLLARS other (explain) Retain as is, pending devel-RETAIN AS IS CHANGE opment of comprehensive revision of case 17. NAME AND TITLE OF PERSON FURNISHING THEORMATION DISCONTINUE 18. EXTENSION

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5. FREQUENCY (weekly, monthly, quarterly, etc.)

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2. TYPE

REPORT

ADMIN. GENERAL

OTHER (specify)

9. DIRECTIVE AUTHORITY REQUIRING REPORT

STATISTICAL

MACHINE-NAME LISTING

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NARRATIVE

6. DISTRIBUTION (No. of components not

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REPORTS INVENTORY

CAPER - List B - Status of Personnel Cases in Process in

twice each month

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PERSONNEL

LOGISTICS

MEDICAL

YES YES

PREPARE IN DUPLICATE

3. FUNCTIONAL AREA

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Investigations Division

Approved For Release 2006/11/13 - CIA-RDP75-00399R000100080065-6 REPORTS INVENTORY PREPARE IN DUPLICATE 1. TITLE OF REPORT (if a fill-in report include Form No.) 2. TYPE STATISTICAL CAPER - List C - Deferred Status Cases ΩF NARRATIVE REPORT MACHINE-NAME LISTING PERSONNEL TRAINING ADMIN. GENERAL LOGISTICS SECURITY 3. FUNCTIONAL AREA OTHER (specify) MEDICAL FINANCE 4. NO. OF COPIES PREPARED FREQUENCY (weekly, monthly, quarterly, etc.) 6. DISTRIBUTION (No. of components not 1--on 20th of month 1--on 20th of the month 4--at end of month twice each month 4--at end of the month 9. DIRECTIVE AUTHORITY REQUIRING REPORT 7. FORMAT (memorandum, form 8. ADP PROCESSING computer print-out, etc) * YES IF YES GIVE ADP PROCESSING NO. 25X1 Computer Print-Oul 580 (basic policy statement) 10. PREPARING COMPONENT (include lowest level II. FEEDER REPORTS (State total number and identify by Title, contributing information to report) Form No., or nomenclature. Attach separate sheet if necessary.) OCS OS/SR&CD Punched Cards (SR & CD) COST FACTORS PREPARATION AND REVIEW COSTS MANUAL HOURS PER HOURLY COST PER TIMES GRADE X COST PER YEAR RATE REPORT REPORT PREPARED PUNCHED CARDS NUMBER COST EACH 389 . 05 19.45 12 350.10 COSTS OF COMPUTER PRODUCED REPORTS PAGES COST PER PAGE . 15 3.60 3 (Single Copy) . 05 24 12 (Multicopy) . 03 . 36 24 8.64 TOTAL COSTS PER YEAR \$362.34 13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT. A listing of cases which have been extracted from normal processing steps. Needed to keep track of cases which are no longer under the normal controls of the system. FUTURE GOALS ш. GOAL PROPOSED BY COMPONENT FOR THIS REPORT ESTIMATED SAVINGS RETAIN AS IS MAN-HOURS **DOLLARS** x OTHER (explain) Retain as is, pending devel-CHANGE opment of comprehensive revision of case 25 1 DISCONTINUE processing system, now entering Design Phase 16. DATE OF INVENTORY 17. NAME AND TITLE OF PERSON FURNISHING INFORMATION 18. EXTENSION 25X1 1 October 1970 Approved For Release 2006/15/13: 614-BPP75-003998000100080085-6 Classification F(\$.71K)

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Security Officer/Systems Analyst Classification

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